

## **JOB OPPORTUNITY**

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Posting Date

### **MASSACHUSETTS TRIAL COURT**

#### **Job Description and Qualifications for Senior Maintenance Technician Series**

**All applications must be received by:**

#### **SUMMARY OF SERIES:**

This series is responsible for performing the full range of skilled trade position duties for both licensed and unlicensed trades. Typical duties include repairing, installing and testing various types of systems and equipment. These positions may also frequently include the application of complex materials and compounds consistent with general contracting work. The title above the entry level requires the performance of increasingly more responsible and varied work which requires advanced skill and experience with regard to the various licensed and unlicensed trades. Employees are appointed at the entry level position title and are eligible for reclassification to a higher level position within this series consistent with the specifications for the higher level position title. The position title reverts to the entry level of this series when there is a vacancy.

#### **ORGANIZATIONAL LEVELS:**

**Senior Maintenance Tech I (13)** - This is the entry level position within this series. Employees at this level are expected to perform plumbing, electrical, carpentry, HVAC, painting, and other trades and technical work in their area of expertise. Employees are expected to have an established area specialization developed through training and experience and can work independently.

**Senior Maintenance Tech II (14)** - This is the second level within the series. These employees are generally involved in projects of a larger scope and complexity consistent with experience and training. The Senior Maintenance Tech II engages in more complex project assignments and has a higher degree of contact with court officials. Employees are required to hold a trade or technical license if applicable to their area of specialization and take lead roles in the completion of projects.

#### **MAJOR DUTIES:**

The following list of major duties represents a composite list of typical duties performed by individuals in various areas of specialization. Specific duties performed by an incumbent will vary depending upon the Division and designated assignment. All positions may perform related duties as required.

## **Carpenter**

Maintains buildings and related structures applying carpentry techniques and using carpentry tools to construct, alter, repair and/or install walls, stairs, floors, ceilings, windows, doors, roofs, gutters, locks, air-conditioners, handicapped chair rails and ramps, shelving, etc.

Inspect buildings needing carpentry repair or alterations, estimates job duration and the cost and/or quantities of labor and materials needed to complete the job.

Interprets and/or draws up sketches, patterns, blueprints, instructions and/or layouts of work to be done.

Perform structural repair, alteration or improvement work such as lowering ceilings and paneling rooms; preparing surfaces for plaster or cement work; studding, wiring and plastering walls and cracks in floors or around windows; taping joints on sheetrock; and precementing and/or replacing formica tops.

Confers with various department heads or managers regarding handling of emergencies, the feasibility of performing repair or alterations and the scheduling of work.

Performs related work such as framing pictures; making window and door screens; drilling holes in signs; ordering materials and supplies and cleaning; and sharpening and tempering various tools and equipment.

## **Electrician**

Tests, repairs, installs and /or maintains various types of electrical systems and equipment by operating the appropriate equipment and tools to ensure proper maintenance and functioning of necessary equipment.

Troubleshoots electrical and related equipment using necessary electrical equipment and by reading schematics, diagrams and outlines to identify and correct operational problems.

Maintain an adequate inventory of equipment and materials.

## **Elevator Repairperson**

The following list of major duties represents a composite list of typical duties performed by individuals in this position. Specific duties performed by an incumbent will vary depending upon the Division and the department within the Division.

Inspects and tests elevators and related machinery to ensure that they meet legal operating requirements.

Review plans and specifications for proposed installations or alterations of elevators and related machinery.

Test elevators to ensure the receipt of certificates of inspections.

Provide technical assistance by responding orally or in writing to inquiries.

Perform periodic inspections in compliance with public safety requirements.

Coordinates and schedules inspections with other agencies and contractors maintaining personal logs, compiles statistical data and represents the agency at hearing or meetings.

### **HVAC Technician**

Installs, repairs, alters and maintains existing heating, venting and air conditioning (HVAC) equipment and systems.

Troubleshoots HVAC equipment and systems.

Run standard tests to determine whether finished work meets specifications.

Inspect facility to determine the need for maintenance and repair to HVAC equipment.

Establish priorities and make recommendations concerning work activities.

### **Locksmith**

Install lock devices in doors, desks, office equipment and other units.

Repairs and/or overhauls locking devices such as mortise, rim, key-in-the knob locks, dead bolt, office equipment, padlocks and emergency exit locks by repairing or replacing worn tumblers, springs or other parts of locking devices; by making alterations to locking mechanisms and units; and/or by replacing escutcheons and face plates on doors to change the size of existing holes to assure correct Fitchburg District Court.

Repairs and/or installs locks containing dual locking capabilities by reworking locking devices designed to work in conjunction with other components and equipment to form a complete security or surveillance systems.

Changes lock combinations by inserting new or repaired tumblers into locks in order to increase security.

### **Mason/Plasterer**

Lays brick, stone and cement blocks using a variety of hand and power tools such as brick or napping hammer, brick or shill saw, pick, chisel and hammer to build, alter, repair and /or maintain brick and/or concrete surfaces and structures such as sidewalks, partitions, floors, chimneys, etc.

Plasters walls and ceilings.

Prepare surfaces for plastering or cement work.

Pours concrete in molds or forms to make slabs or blocks. Erects and dismantles scaffolding, riggings, and/or ladders.

Reads instructions and interprets blueprints and sketches to determine work to be done.

Repairs masonry and walls by patching with cement or plaster.

Tape joints on sheetrock

Perform related duties such as caulking and waterproofing cracks in walls and floors; coring holes through cement or marble floors; cleaning tools and equipment; laying-out cement or marble floors; cleaning tools and equipment; laying-out drop cloths; studding, wiring, and plastering door and window openings, etc.

Order materials and supplies.

Repair and maintain power tools to ensure proper operation.

### **Painter**

Applies paints, varnish, and/or stains to all types of surfaces(e.g. wood, metal, plaster, etc.) In order to protect and beautify such surfaces using appropriate utensils and equipment such as paint spraying machines.

Prepares surfaces for painting using appropriate tools, equipment and techniques.

Selects the types and color of paints, varnish or stain and mixes, blends and prepares the same for proper color match.

Erects, repairs, maintains and operates staging, and scaffolding following accepted safety practices in order to gain access to areas needing painting.

Estimates length of time, cost and quantities of materials and manpower needed to complete a job.

Operates, cleans and maintains hand and power tools, air compressors and painting equipment.

Confers with supervisors and department heads regarding the scheduling of work, the handling of emergencies and the feasibility of installing painting equipment and materials in the area in order to ensure that needs of the agency are met expeditiously and at a convenient time.

Prepares surfaces for plaster or cement work by taping joints on sheetrock, caulking and waterproofing walls and cracks in floors, etc. by using appropriate tools and equipment.

Performs related duties such as preparing various reports; maintaining records and files; setting up signs and barricades; reading instructions on lay-outs; removing and replacing glass; drilling holes in signs; printing letters and signs; laying out drop cloths; and moving office furniture.

Based on assignment, may operate road-line painting machines and sand blasting equipment.

Read and/or interpret blueprints, sketches, instructions or layouts to understand work to be done.

### **Plumber**

Install, repairs, and alters steam plumbing systems.

Reads and interprets blueprints, sketches, instructions or layouts to understand construction work to be done.

Schedules installation, maintenance, and/or repair work by conferring with supervisors and other department personnel to determine location of equipment and appropriate time to complete the project.

Estimates length of time, cost of materials and manpower needed to develop a project budget.

Handle complaints from building occupants regarding assigned work and take appropriate corrective action.

### **Roofer**

Maintain, repairs and replaces all types of roofing materials using tools and equipment of the trade.

Repairs leaks in metal roof, walls and ceilings by soldering, crimping, riveting and welding seams in sheet metal and installing flashing and waterproof felt using appropriate hand and power tools to reduce water damage and restore water-tight integrity.

Erects, repairs maintains and operates staging and rigging, following accepted safety practices to gain access to make necessary repairs to roofs.

Fabricates miscellaneous metal parts such as gravel guards, gutters, spouts and pipes, by cutting, drilling, tapping and soldering metal to meet roofing requirements.

Schedules installation of equipment, materials, etc., by conferring with department heads to determine location of equipment within their department and best time to do the necessary work.

### **SUPERVISION RECEIVED:**

Reports to Maintenance Supervisor.

### **POSITION REQUIREMENTS:**

**Carpenter:** Must have at least four years of full-time experience in carpentry, woodworking or cabinet-making work or a combination of two years experience and a diploma or certificate from a recognized trade, technical or vocational school at high school level.

Knowledge of the principles and techniques of carpentry.

Knowledge of the types of building structures.

Knowledge of the types of material used in carpentry.

Knowledge of the types and uses of safety and/or climbing equipment such as scaffolds, ladders, rigging, etc.

Knowledge and skill in the types and uses of small hand held tools such as hammers, saws, screwdrivers, chisels, drills, etc.

Knowledge and skill in the types and uses of tools used in carpentry bench work.

Knowledge and skill in the types and uses of small measurement devices such as power saws, power drills, power hammers, etc.

**Electrician:** Possession of a current and valid Massachusetts journeyman electrician's license issued by the Board of State Examiners of Electricians.

Knowledge of state and local electrical codes.

Knowledge of inspection techniques used in the electrical trade.

Knowledge of safety practices and precautions observed in the electrical trade.

Ability to follow oral and written instructions.

Ability to perform arithmetical computations with speed and accuracy.

Ability to climb and work from ladders and scaffolds.

**Elevator Repairperson:** Possession of a current and valid License as an Maintenance Man and Repairman issued by the Massachusetts Dept. of Public Safety.

Knowledge of the principles of operations of elevators, escalators, and hoisting systems.

Knowledge of the methods followed in the repair and maintenance of elevators and related machinery.

Knowledge of safety practices and procedures followed in connection with maintenance.

Skill in the operation of freight and passenger elevators and related machinery.

Ability to understand and apply the laws, rules, regulations, policies, procedures, specifications, standards, and guidelines governing elevators and related machinery.

Ability to read and interpret such documents as technical and equipment operation manuals, plans, specifications, blueprints, etc.

**HVAC Technician:** Possession of a current and valid Massachusetts journeyman license in a related field or an equivalent combination of education and experience.

Experience in interpreting blueprints and plans, estimating costs for renovations, maintenance/repair of HVAC systems.

Experience in the use and operation of power tools and other equipment.

Knowledge of the laws, rules, and regulations governing HVAC systems.

Knowledge of state building codes.

Ability to follow written and oral instructions.

Ability to perform arithmetical computations with speed and accuracy.

**Locksmith:** Must have at least four years of full-time experience in locksmithing work or a combination of one year experience and a diploma or certificate from a recognized trade, technical or vocational school at high school level.

Knowledge of the methods and techniques used in installing and repair of lock or lock assemblies.

Knowledge of the types and uses of small hand tools and uses of precision measuring equipment..

Skill in the methods and techniques of making and cutting keys. Ability to exercise discretion in handling confidential information.

Ability to maintain accurate records.

Ability to follow written and oral instructions.

Ability to read and interpret such documents as plans, specifications, blueprints, etc

**Mason/Plasterer:** Must have at least (2) two years of full-time experience as stonemason, marble setter, bricklayer or plaster, or any combination of the required experience.

A diploma or certificate from a recognized trade or vocational school, may be substituted for a maximum of one year of experience.

Knowledge of standard practices, methods and techniques of masonry.

Knowledge of the types and uses of materials used in masonry such as brick, stone, sand, etc.

Knowledge of the types and uses of equipment used in masonry such as portable mixers, etc.

Knowledge and skill in the types and uses of small hand tools used in masonry such as spades, chisels, trowels, etc.

Knowledge of types of masonry bonds.

Knowledge of types and uses of safety and/or climbing equipment such as scaffolds, ladders, rigging.

Skills in the use of masonry equipment such as portable mixers.

Ability to follow written instructions.

Ability to read and interpret documents such as plans, blueprints, drawings, etc.

Ability to climb and work from ladders and scaffolds.

**Painter:** Must have at least three years of full-time experience in painting work or a combination of two year experience and a diploma or certificate from a recognized trade, technical or vocational school at high school level.

Knowledge of the practices and techniques of painting

.Knowledge of the types and uses of painting materials such as paint, varnishes, stains, etc.

Knowledge of the types of finishes used in painting

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Knowledge of the methods of preparation of wood, metal, glass, plaster, cement, and other materials and surfaces for painting.

Knowledge of chemical solvents used to prepare surfaces for painting and cleanup.

Ability to climb and work from ladders and scaffolds.

Knowledge and skill in the types and uses of painting tools such as brushes, rollers, spray machine guns, etc.

Knowledge and skill in the types and uses of small hand held tools and power tools such as chisels, drills, power saws, etc.

Knowledge of the properties and characteristics of wood.

Knowledge of the practices and techniques of mixing and matching paints.

Knowledge of the types and uses of safety or climbing equipment used in painting such as scaffolds and ladders.

Skill in applying paints and other finishes by brush, cloth, air gun, etc.

Skill in using painting equipment such as hand and power-operated paint chippers, sand blasting equipment, etc.

**Plumber:** Possession of a current and valid Massachusetts journeyman plumber's license issued by the Board of State Examiners of Plumbers and Gas Fitters.

Knowledge of laws, rules, and regulations governing plumbing.

Ability to follow oral and written instructions.

Ability to lift and carry heavy objects.

Physical stamina and endurance.

Ability to maintain accurate records.

**Roofer:** Must have at least two years of full-time experience in roofing work or a combination of one year experience and a diploma or certificate from a recognized trade, technical or vocational school at high school level.

Knowledge of the types and uses of small measurement devices, hand held power tools, and equipment used in roofing.

Knowledge of safety practices and procedures followed in roofing.

Knowledge of the types and uses of materials used in roofing.

Knowledge of the safety practices, methods and techniques of roofing.

Skill in the use of small measurement devices, hand held power tools, and equipment used in roofing.

Ability to climb and work from ladders and scaffolds.

**SALARY:**

**Level 12:**

**Level 13:**

Completed Trial Court Application for Employment should be forwarded to:

Applications for Employment are available at all court locations and at the Administrative Office or may be downloaded from <http://www.mass.gov/courts/jobs> or from the Trial Court Intranet web site at <http://trialcourtweb.jud.state.ma.us/jobs> .

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**